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Not approved
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ORD-5637-72

25 SEP 1972

MEMORANDUM FOR: Director of Research and Development
THROUGH : Special Panel, ORD
SUBJECT : Recommendation for Promotion

25X1A9a

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-6, Step 2 to GS-7, Step 1. She is currently assigned as Senior Secretary, Biological Sciences Division, Office of Research and Development in a GS-7 position which she has very capably filled for more than a year. 25X1A9a

2. [REDACTED] entered on duty with this Agency in September 1968. She was assigned to ORD in December 1968, and joined the Biological Sciences Division in April 1971, shortly thereafter becoming the Division's Senior Secretary. 25X1A9a

3. [REDACTED] joined BSD/ORD at the time of experimental consolidation of the secretarial/clerical staffs of BSD/ORD and MBSD/ORD (Medical & Behavioral Sciences Division). She very ably adapted to this cooperative situation and, in fact, contributed a great deal to the success of this arrangement. She has efficiently and effectively handled the office administrative matters, the secretarial duties for myself and several Technical Officers, as well as supervision of our Junior Secretary. She is a most cooperative, hardworking individual with a pleasant personality, and she is considered a distinct asset to ORD. 25X1A9a

4. I believe that [REDACTED] through her very proficient performance on the job, has more than amply demonstrated her competence and certainly deserves this promotion. 25X1A9a

C/BSD/ORD

DD/S&T

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RECOMMEND APPROVAL

Chairman, Special Panel, ORD

Date

APPROVAL:

Director of Research and Development

Date

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